

27 September 1968

MEMORANDUM TO: Chairman, CIA Records Management Board

SUBJECT : Initial Report of Records Purge in the Support Directorate

REFERENCE : Memorandum from DDS, Subject: Purge of Retired Office Records

1. This paper is in response to the above referenced memorandum and will serve as the initial report reflecting action taken and future plans for implementing the Records Purge in the offices of the Support Directorate.

2. Reports of progress being made in the seven (7) DDS offices and the Records Administration and Regulations Control Branches have been received, reviewed and summarized in this initial report. Copies of the office reports are attached.

3. The first action was the appointment of responsible officers in each DDS Component with authority to review and dispose of unnecessary records. The names of these Responsible Officers and the Records Management Officers are shown as an attachment to this report.

4. Subsequent to the appointment of Responsible Officers personnel of three (3) offices, (Medical, Personnel and Security) and the Records Administration and Regulations Control Branch visited the Records Center to review their records holdings. These reviews resulted in the authorized destruction of 129 cubic feet of records and the return of over 200 additional cubic feet to headquarters offices for review and purging.

5. All DDS offices have indicated that priority will be given to the review and, where possible, revision of current retention schedules. Much can be accomplished in this area because most offices have designated conservative retention periods for their records and some are far beyond the disposal schedules authorized by Congress. The Office of Finance reports that they will request approval of a schedule revision that, if approved, will result in the destruction of 578 cubic feet. It is hoped that the immediate future will produce similar results in other DDS offices.

6. In a further attempt to conserve storage space at the Records Center several offices are giving serious consideration to the micro-miniaturization of long term records. The Records Administration Branch is presently discussing, with appropriate officials, the possibility of microfilming certain Personnel records.

7. It is expected that the next progress report will reflect substantial reductions in the cubic footage of DDS retired records and enumerate those areas in which more modern storage and retrieval systems are to be employed.


DD/S Records Administration Officer

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Attachments:

1. Copies of DDS Component Reports
2. List of Responsible Officials for Records Purge